

Teen Volunteer Code of Ethics and Work Agreement

I understand that as a Library Teen Volunteer at the Torrance Public Library, I will be considered a valuable member of the Library team and will be expected to assume the responsibilities in my job description. I understand and agree to:

- Read and follow the policies and procedures stated in the 2013 Summer Reading Program Teen Volunteer Guidelines.
- Maintain a neat and clean appearance and dress appropriately for the job I'm doing. Inappropriate clothing, including items such as flip-flop sandals, tank tops, short shorts, and midriff baring tops, will not be worn while volunteering.
- Be reliable and punctual, notifying my supervisor as soon as possible if delayed or unable to keep my schedule.
- Abide by the Library's Standards of Behavior and interact with library patrons in a courteous manner.
- Give full attention to my job, which means I will not bring friends or siblings with me, nor will I use my phone or other device while volunteering.
- Be a cheerful and cooperative team player, asking staff for help when I have a problem or question, and providing suggestions as appropriate.
- Commit to a regular weekly two-hour or four-hour shift for the seven weeks of the Summer Reading Program.
- Share my love of books and reading with other young people in the Library.
- Attend a Teen Orientation.

In return, Torrance Public Library agrees to:

- Provide necessary training and orientation.
- Review volunteer performance, maintain volunteer records, and provide a letter attesting to volunteer's service at the end of the summer.
- Welcome volunteer as a team member in the Youth Services area of the Torrance Public Library

Teen Volunteer signature _____ Date _____

Parent/Guardian signature _____ Date _____

Library staff signature _____ Date _____

Parents: Photographs of Teen Volunteers doing their volunteer work are often used in Library publicity. If you do *not* want a photograph of your child used in this way, you must advise Library staff before your child begins the program. Thanks!



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CITY OF TORRANCE COMMUNITY SERVICES DEPARTMENT
Creating and Enriching Community through People, Programs and Partnerships